



**COLORADO**  
Energy Office

**Job Title:** Budget Analyst  
**Reports to:** Director of Finance & Operations  
**Salary Range:** \$50,000 - \$60,000

**Colorado Energy Office (CEO) Mission:** To improve the effective use of all of Colorado's energy resources and the efficient consumption of energy in all economic sectors, through providing technical guidance, financial support, policy advocacy, and public communications.

**CEO Vision:** To help Coloradans live more prosperous and healthy lives by promoting innovative energy production and efficient energy consumption practices that are beneficial to the economic and environmental health of the state.

**Position:** The Budget Analyst position performs several financial and budget-related duties in conjunction with other members of CEO's Finance, Accounting, and Operations team and the broader CEO Staff to ensure the prudent management of all state and federal funding sources. The position's primary responsibility is to oversee, analyze, and maintain CEO's internal budgets, both at the macro (i.e. aggregated office-wide) and micro (i.e. Department and Program) levels. The Budget Analyst is responsible for generating monthly, quarterly, and annual financial analytics capable of informing CEO Leadership, the Governor's Office, the Office of State Budgeting and Planning (OPSB), and other governing bodies and decision-makers about the financial standing of CEO and financial opportunities and potential threats facing the organization. The Budget Analyst is responsible for developing, refining, and introducing the tracking and reporting tools with which to produce and present the aforementioned analytics. Additionally, the position is responsible for communicating the results and findings of financial analysis to executive-level decision makers in order to ensure and maintain the fiduciary integrity of the organization.

Roughly half of the Budget Analyst's time will be spent developing financial management tools and producing financial reports/analyses to CEO Staff and Leadership. The other half of the Budget Analyst's time will be spent meeting with CEO Staff/Leadership to better understand their budgeting/financial tracking and management needs, developing resources to meet those needs, training staff to understand new tools/approaches to financial management, and, ultimately, assuring that all staff responsible for tracking and managing state funds and/or federal grants is trained and proficient in grant and financial management activities.

As such, the ideal candidate will have excellent communication and presentation skills to match the strong analytical/budgeting/forecasting and financial management skills expected of such a position. The ideal candidate must have a strong understanding of best practices associated with financial management techniques and tools, the ability to understand and communicate financial instruments and concepts to others less familiar with them, and a natural comfort engaging with and communicating financial information to executive-level decision makers.

#### **Responsibilities:**

- Produce and analyze internal budget-to-actuals for all CEO funding sources, departments, and programs on a monthly basis and communicate that information to all relevant CEO Staff through a variety of communication mediums (e.g. Excel spreadsheets, PowerPoint presentations, emails, etc.)
- Work with CEO Staff to forecast ongoing expenditures to ensure that all funds are spent by specific end-dates and track and communicate variances to forecasts in a timely manner
- Develop/Refine financial management tools to be employed by CEO Leadership and Staff to ensure the effective and prudent management of taxpayer dollars
- Work with all relevant CEO Staff to complete and satisfy all state and federal financial reporting requirements on a monthly, quarterly, and annual basis
- Manage the Federal Grant and Funding Source Closeout process
  - Work with DOE Project Officers to ensure grant financial reporting requirements are fulfilled
  - Develop and submit final quarterly financial performance reports in PAGE

- Respond to on-demand financial-related requests from internal and external stakeholders, including audit requests
- Work with CEO Accounting to update and refine CEOs Chart of Accounts and work to ensure that all CEO Staff are aware of and adhering to the funding code strings that are assigned to them in order to ensure that all internal budget tracking efforts are accurate and effective
- Engage with the financial staff in other state agencies to pinpoint and, ultimately, introduce additional financial management best practices to CEO

**Required Experience/Capabilities:**

- At minimum a bachelor's degree in a related field (finance, economics, business administration or similar) - master's degree preferred;
- Strong financial and analytical background, with a preference given to applicants with a background in or a strong understanding of financial management best practices;
- Excellent written and oral communication skills and a comfort with engaging and communicating with executive-level decision makers;
- Strong time management and organization skills;
- Excellent computer skills including the Microsoft Office suite;
- High level of initiative and ability to work well independently and in a team environment;
- Comfort with planning and carrying out responsibilities with minimal direction;
- Ability to work in stressful and high pressure situations;
- Understanding of how State government works, including legislative, regulatory, and executive powers and administrative/financial processes, with preference given to candidates with direct experience with State and/or federal government processes
- Candidate must be an exceptional leader and team player with a demonstrated interest in the mission of Colorado Energy Office.

Interested candidates should submit a cover letter outlining their skills and experience as it relates to the job posting, resume, and professional references to [nancey.steinheimer@state.co.us](mailto:nancey.steinheimer@state.co.us).

**(Closing Date 08/19/16)**